

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT V –  
Business Operations

SALARY GROUP: B21

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Oscar Mendoza DATE: 12/18/2015

POSITION #: 034043

**I. JOB SUMMARY**

Performs highly complex accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; preparing and overseeing the preparation of agency budgets; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, organizes, and monitors compliance standards for all private facility treatment contracts and business operations programs and services; oversees and prepares operating statements, financial statements, and reports; and analyzes and recommends improvements and revisions to the accounting system and accompanying procedures.
- B. Oversees and prepares annual operating budgets and provides annual projections; oversees and prepares treatment contract projections for funding; reviews and prepares contract modifications; oversees sanctions for noncompliance with contract compliance standards; and coordinates material and property management functions to include maintenance agreements.
- C. Performs and coordinates fiscal functions to include accounting, budgeting, and purchasing; prepares financial reports and budget requests; reviews expenditures to ensure that budget limits are not exceeded; and develops, coordinates, and produces complex reports for monitoring and reporting expenditures and encumbrances.
- D. Develops methods for the control of invoices, vouchers, requisitions, procurement cards, and contract expenditure disbursements; analyzes processing systems and functions and recommends improvements; and provides guidance to staff on the maintenance of accounting records.
- E. Provides liaison with public and private agencies and organizations involved in the program to resolve problems and ensure compliance with program requirements.
- F. Supervises the work of others.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning accounting, auditing, financial analysis, or financial operations experience.
3. Experience in the supervision of employees preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of state and agency purchasing rules, regulations, policies, and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.

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Page 3 of 3

9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to research and resolve accounting discrepancies and inquiries.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to analyze, consolidate, and interpret financial data.
13. Skill to interpret and apply accounting theory.
14. Skill to train and supervise others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.